

POSITION DESCRIPTION

CLASS TITLE: Pool Cashier

Grade Number: Part-Time (\$7.50-\$7.75 hr)
Department: Community Development
Division: Parks and Recreation
Date: March 2009

GENERAL PURPOSE

To oversee the intake of admission revenue from public swimming, lesson registrations and special events. In addition to receiving admissions revenue, the Pool Cashier will be responsible for completing daily deposits, keeping records of intake numbers, assisting the management staff in making bank deposits, as well as meeting and greeting the public in a friendly and professional manner.

SUPERVISION RECEIVED

Works under the general supervision of the Aquatics Manager and Assistant Manager.

SUPERVISION EXERCISED

Staff supervision Not Required. Responsible for supervision of patrons at the front counter, control window to the pool deck, and those entering the changing rooms upon entrance..

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for accepting daily cash receipts, lesson registrations, and season passes.

Professional customer service required when meeting and greeting the public.

Responsible for daily preparation of cash sheets, deposits slips, lesson rosters and staff schedules.

Will be required to do regular cleaning duties in the pool control office area.

Observe all necessary precautions to secure the safety of participants.

Perform facility supervision and take necessary precautions to maintain the facility in a safe way.

Attend all necessary meetings and in-service trainings as scheduled.

Responsible for maintaining open communication between staff, management and the public.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- (A) Minimum of 16 years of age.
- (B) Experience operating a cash register.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to add, subtract and work with numbers.
- (B) Experience operating a cash register.
- (C) Ability to work effectively with the public and under pressure.

SPECIAL REQUIREMENTS

Valid Arizona State Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

Use of tools such as: calculator; cash register, copy and fax machines; phones; and various janitorial supplies will be used on a regular basis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic janitorial chemicals.

The noise level in the work environment is usually loud while in the office, or moderately loud when in the pool confines.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.